

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB00-5

Date: July 13, 2000
Expiration Date: 6/30/01
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TO: LOCAL WORKFORCE INVESTMENT AREAS
LOCAL ELECTED OFFICIALS
CALIFORNIA WORKFORCE INVESTMENT BOARD STAFF
WID STAFF

SUBJECT: FOURTH QUARTER AND YEAR END REPORTING REQUIREMENTS

The purpose of this information bulletin is to provide instructions regarding the fourth quarter reporting requirements. These instructions are for the filing of financial and participant reports for the Workforce Investment Act (WIA) Title I Early Youth funds, and Job Training Partnership Act funds for (JTPA) Title II, Title III, and Title IV-C. All Service Delivery Areas (SDA's) and Local Workforce Investment Areas (LWIAs) will be required to transmit financial and participant information in electronic format (direct transmission) through the Job Training Automation (JTA) system. However, because the JTPA program sunsets on June 30, 2000, an additional set of reports will be due for closeout on September 30, 2000. Users need only to file electronically for the fourth quarter reporting period, although the hard copy reports are **mandatory** when the final closeout reports are submitted. A reporting time-line is attached for your reference.

The LWIAs Title I Early Youth fund (grant code 340) expenditures for the months of April through June should be reported based on the fourth quarter time-line. These reports need not be revised, as they are cumulative. Since the new WIA expenditure report has not received final approval, **enter** any In School and Out-of-School Early Youth expenditures in the "comments field" of the Program Year 1999 (grant code 335) Title II expenditure report (JTPA 12).

The final JTA electronic participant reports (JTPA 10 and 11) will be due no later than close of business on August 20, 2000. These reports will be used to calculate the JTPA performance outcomes for Program Year 1999/2000.

If you have any questions, please contact Judi Bauman, Financial Management Unit (FMU) at (916) 654-8276, for WIA Title I and JTPA Title II. Contact Tristyn Schmidt, FMU at (916) 654-7617 for JTPA Title III, and JTPA Title IV-C. For questions regarding "Closeouts", contact Debra Shepherd, FMU at (916) 654-2418.

For participant reporting questions, please contact Marcia Painter, Data Analysis Unit (DAU), at (916) 654-7607 for JTPA Title II, and Karen Yuke, DAU at (916) 654-7585 for JTPA Title. Contact Ed Flores, DAU at (916) 654-8298 for questions regarding Welfare-to-Work participant reports.

/S/ BILL BURKE
Chief

Attachment

Fourth Quarter Financial and Participant Deadlines

| Report Quarter | Report Period Ending | JTA / JTPA 12 / JTPA 12 E Entry | JTA Entry Due Date | Hard Copy Closeout Due to WID |
|--------------------------|----------------------|---------------------------------|---|-------------------------------|
| Fourth Quarter | 06/30/00 | Electronic Format Only | 07/20/00 (NRA) 07/25/00 (all others) | NO |
| Fourth Quarter Revisions | 06/30/00 | Electronic Format Only | 08/20/00 (revisions only) | NO |
| Final Closeout Package | 06/30/00 | Electronic Format | 09/30/00 (on or before) | Yes 10/06/00 |
| Final Cash Draw | 06/30/00 | Electronic Cash Request | 10/30/00 (No Exceptions) | N/A |

Note: For additional information on closeout timelines, refer to Directive D99-13, *JTPA Program Closeout Guide*.

Fourth Quarter Deadlines

| Period Ending | JTA Due Date | Sub-grants | Report Forms |
|---------------|----------------|--|---|
| June 30, 2000 | July 20, 2000 | National Reserve Account Projects | JTPA 10 E, 11, 12 E |
| | July 25, 2000 | All Funding Sources Excluding Title II B | Individual Participant Data (XIPD) |
| | | All Title I (WIA Early Youth) | JTPA 12 (comment section only) |
| | | All Title II | JTPA 10 , 11 , 12 |
| | | Title III Formula 60% | JTPA 10 E, 11, 12 E |
| | | Title III Governor's 40% | JTPA 10 E, 11, 12 E |
| | | Title III 40% Veterans | JTPA 10 E, 11, 12 E |
| | | Title III Rapid Response | JTPA 10 E, 11, 12E, JTPA 121 and 122 R |
| | | Title III Veterans Match | JTPA 10 E. 11, 12 E |
| | | Title IV-C Veterans Program | JTPA 12, Supplemental (veterans.ace) report |
| | August 4, 2000 | 8% Education | JTPA 10, 11, 12 |

Fourth Quarter Revision Deadline

| Period Ending | JTA Due Date | Sub-grants | Report Forms |
|---------------|---------------|--|--|
| June 30, 2000 | Aug. 20, 2000 | National Reserve Account Projects | Revisions to the JTPA 10 E, 11, 12 E |
| | | All Funding Sources Excluding Title II B | Revisions to the Individual Participant Data (XIPD) |
| | | Title I (WIA Early Youth) | Revisions to the JTPA 12 (comment section only) |
| | | All Title II | Revisions to the JTPA 10 , 11 , 12 |
| | | Title III Formula 60% | Revisions to the JTPA 10 E, 11, 12 E |
| | | Title III Governor's 40% | Revisions to the JTPA 10 E, 11, 12 E |
| | | Title III 40% Veterans | Revisions to the JTPA 10 E, 11, 12 E |
| | | Title III Rapid Response | Revisions to the JTPA 10 E, 11, 12E.,JTPA 121, and 122 R |
| | | Title III Veterans Match | Revisions to the JTPA 10 E. 11, 12, 12 E |
| | | Title IV-C Veterans Program | Revisions to the JTPA 12, Supplemental (veterans.ace) report |
| | | 8% Education | Revisions to the JTPA 10, 11, 12 |

The revised reporting deadline is for any changes to the original fourth quarter reports transmitted on July 20-25.

Forms Information

| Form # | Report Name | Sub-Grant | Type Of Report |
|-----------|--|--|---|
| JTPA 10 | JTPA Quarterly Status Report. Participant and Termination Summary | Title II | Participant Report |
| JTPA 10E | JTPA Title III Monthly / Quarterly Participant and Termination Summary | Title III, Title III Veterans, and NRA | Participant and Financial Report |
| JTPA 11 | JTPA Quarterly Status Report. Participant Characteristics Summary | Title II, III, Title III Veterans, and NRA | Participant Report |
| JTPA 12 | JTPA Summary Of Expenditures Report – WIA Title I Early Youth | Title I Early Youth | Financial Report (Use the comment section of PY 99, grant code 335) |
| JTPA 12 | JTPA Summary of Expenditures Report –Title II, Title IV-C | Title II/IV-C | Financial Report |
| JTPA 12E | JTPA Summary of Expenditures Report – Title III | Title III, Title III Veterans, and NRA | Financial Report |
| JTPA 121 | Rapid Response Assistance Onsite Visit Report | Title III Rapid Response | On-site Visit Report |
| JTPA 122R | JTPA Title III Rapid Response Batch and Monthly Expenditure Report | Title III Rapid Response | Financial and Batch Report |
| IPD | Individual Participant Data | Title II and III | Participant Report |

Report Contact Information

| Report | Contact | Telephone Numbers |
|--|------------------|-------------------|
| Title I (WIA) JTPA Title II,III Expenditure Reports | Judi Bauman | (916) 654-8276 |
| Title II Participant Reports | Marcia Painter | (916) 654-7607 |
| Title II, III, IV-C Expenditure Reports | Tristyn Schmidt | (916) 654-7617 |
| Title III Participant Reports | Karen Yuke | (916) 654-2585 |
| Title III Rapid Response Reports (Forms JTPA 121 and 122R) | Tristyn Schmidt | (916) 654-7617 |
| Title III National Reserve Account (NRA) Expenditure Reports | Debra Shepherd | (916) 654-2418 |
| Title III NRA Participant Reports | Karen Yuke | (916) 654-2585 |
| IPD / XIPD | Annette Wolfgang | (916) 654-9600 |
| Welfare to Work | Ed Flores | (916) 654-8298 |

The WID fax numbers for submitting any of the above reports are (916) 654-9586 or (916) 654-9567

Mailing Addresses

The Service Delivery Areas and Local Workforce Investment Areas are to: ***Mail (2) signed original hard copies of the closeout reports to the Workforce Investment Division. The closeout package must be received in the Financial Management Unit on or before the October 6, 2000, deadline.***

First Class Mail

Workforce Investment Division
Employment Development Department
PO Box 826880, MIC 69
Sacramento, California 94280-0001
Attn: Financial Management Unit

Overnight Mail

Workforce Investment Division
Employment Development Department
PO Box 826880, MIC 69
Sacramento, California 94280-0001
Attn: Financial Management Unit

Title III Rapid Response Reports (Form JTPA 121 and 122R)

First Class Mail

Workforce Investment Division
Employment Development Department
PO Box 826880, MIC 69
Sacramento, California 94280-0001
Attn: Tristyn Schmidt

Overnight Mail

Workforce Investment Division
Employment Development Department
PO Box 826880, MIC 69
Sacramento, California 94280-0001
Attn: Tristyn Schmidt

Other Important Information

1. On the 10E and 11 reports for the Title III Governor's 40 percent and the National Reserve Account projects, please report "Project to Date" (i.e., from the inception of the project to June 30, 2000,) for participant information: do not report Program Year (July 1, 1999, through June 30, 2000). Also, the JP10E reports must include current and prior year expenditures in Section V. Enter Year of Allocation (YOA) 1998 and 1999 in the YOA cells. Then enter the cumulative expenditures under each YOA. Note that if you do not have any 1998 funding, then indicate "0" in the cumulative expenditures under 1998. Also, if 1998 is fully expended, please enter the (full) expenditures under 1998. Both years need to be reflected in this section.
2. Individual Participant Data (IPD): The JTA users must execute the XIPD program to extract the IPD information to be transmitted to the State. The program must be run immediately after the PJ10, PJ10E, and PJ11 reports are run to ensure consistent participant information. The State will use the IPD information to submit an initial Standardized Program Information Report (SPIR) to the Department of Labor on August 15, 2000, and a revised SPIR on September 30, 2000. The Service Delivery Area's will receive a listing of SPIR errors if the July 25, 2000, IPD submission contains errors. If technical assistance is needed on the IPD, please contact the Job Training Automation (JTA) Customer Support Unit at (916) 653-0202.
3. Electronic format (JTA transmission), a signed original, and (2) hard copies are required for **all** final closeout reports. Electronic transmission for closeout reporting is due September 30, 2000, and hard copies are due October 6, 2000.
4. Please ensure all entities involved in your local reporting process (including fiscal accounting and service providers) are aware of the final reporting deadlines for Program Year 1999/2000.
5. The JTA users should ensure the JTA system administrator has updated the Enter Grant Control Data Table, Field 06, and Report Closeout Date to August 20, 2000, or earlier.

Expenditure reports **must be** electronically transmitted and received by the Workforce Investment Division (WID) on or before the indicated deadline.